


<p>NHS Highland</p>	
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Meeting: NHS Highland Board
Meeting date: 28 November 2023
Title: Board and Committee meetings dates 2024
Responsible Executive/Non-Executive: Sarah Compton Bishop, Board Chair
Report Author: Ruth Daly, Board Secretary

1 Purpose

This is presented to the Board for:

- Decision

This report relates to a:

- Local policy

This aligns to the following NHSScotland quality ambition(s):

- Effective

This report relates to the following Strategic Outcome(s)

Start Well		Thrive Well		Stay Well		Anchor Well	
Grow Well		Listen Well		Nurture Well		Plan Well	X
Care Well		Live Well		Respond Well	X	Treat Well	
Journey Well		Age Well		End Well		Value Well	
Perform well	X	Progress well	X				

2 Report summary

2.1 Situation

The purpose of this report is to recommend approval of a timetable of Board and Committee meetings for 2024.

2.2 Background

Boards are expected to create a coordinated timetable for Board meetings, seminars, and Committee meetings. This programme should ensure a coordinated approach to permit the appropriate level of scrutiny can be delivered, and decisions taken in a logical sequence.

2.3 Assessment

Appendix 1 to this report sets out the meetings dates proposed for 2024 for the Board’s approval. Unless otherwise stated, the proposed dates have been agreed with Governance Committees throughout the August/September cycle of meeting. The following additional details are provided for the Board’s information:

2.4 Proposed level of Assurance

This report proposes the following level of assurance:

Substantial	x	Moderate	
Limited		None	

3 Impact Analysis

3.1 Quality/ Patient Care

3.2 Workforce

3.3 Financial

The provision of robust governance arrangements is key to NHS Highland delivering on its key objectives and to improving workforce, clinical and financial governance.

3.4 Risk Assessment/Management

A risk assessment has not been carried out for this paper.

3.5 Data Protection

N/A

3.6 Equality and Diversity, including health inequalities

There are no equality or diversity implications arising from this paper.

3.7 Other impacts

No other impacts

3.8 Communication, involvement, engagement and consultation

The proposals in the recommendation have been discussed and agreed with Governance Committees.

3.9 Route to the Meeting

The subject of this report has been shared with the relevant Non-Executive Board members.

4 Recommendation

The Board is asked to:

- (a) take substantial assurance from the report,
- (b) **agree** the timetable of Board and Committee meetings for 2024.

4.1 List of appendices

The following appendix is included with this report:

- Appendix 1 Proposed Board and Committee meetings dates 2024

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NHS BOARD and COMMITTEES – DATES FOR 2024

NHS Board	NHS Board Development	
<p>Chair: Sarah Compton Bishop Executive Lead: Chief Executive (Tuesdays – 9.30am)</p> <p>30 January 2024 26 March 2024 28 May 2024 25 June 2024 (annual accounts) 30 July 2024 24 September 2024 26 November 2024</p>	<p>Board Briefing Sessions</p> <p>23 January 2024 27 February 2024 19 March 2024 23 April 2024 21 May 2024</p> <p>23 July 2024 27 August 2024 17 September 2024 29 October 2024 19 November 2024</p>	
Clinical Governance Committee	Staff Governance Committee	Audit Committee
<p>Chair: Alasdair Christie Executive Lead: Medical Director/Nurse Director Administrator: Brian Mitchell (Thursdays 9.00am)</p> <p>18 January 2024 7 March 2024 2 May 2024 11 July 2024 5 September 2024 7 November 2024</p>	<p>Chair: Ann Clark Executive Lead: Gareth Adkins Administrator: Karen Doonan (Tuesdays 10.00am)</p> <p>16 January 2024 5 March 2024 7 May 2024 9 July 2024 3 September 2024 5 November 2024</p>	<p>Chair: Gaener Rodger Executive Lead: Heledd Cooper Administrator: Stephen Chase (Tuesdays 9.00am)</p> <p>12 March 2024 21 May 2024 25 June 2024 (Annual Accounts) 10 September 2024 10 December 2024</p>
Finance, Resources and Performance Committee	Remuneration Sub-Committee	Highland Health & Social Care Committee
<p>Chair: Alex Anderson Executive Lead: Heledd Cooper Administrator: Brian Mitchell (Fridays 9.30am)</p> <p>5 January 2024 9 Feb 2024 1 March 2024 12 April 2024 3 May 2024 14 June 2024 5 July 2024 9 August 2024 6 September 2024 11 October 2024 1 November 2024 13 December 2024</p>	<p>Chair: Ann Clark Executive Lead: Gareth Adkins Administrator: Board Secretary (Mondays 10.15 am)</p> <p>26 February 2024 29 April 2024 15 July 2024 23 September 2024 25 November 2024</p>	<p>Chair: Gerry O'Brien Executive Lead: Pam Cremin Administrator: Stephen Chase (Wednesdays 1pm-4pm development sessions at 10.30am on same date)</p> <p>17 January 2024 6 March 2024 8 May 2024 10 July 2024 4 September 2024 6 November 2024</p>
Endowments Committee		
<p>Chair: Philip MacRae Executive Lead: Heledd Cooper Administrator: Stephen Chase (Mondays 10.00am)</p> <p>4 March 2024 2 September 3 June 2024 2 December 2024</p>		

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For information, Argyll and Bute IJB dates for 2024 are as follows:

	2024											
Committee	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
IJB Public meeting	Wed 31		Wed 27		Wed 29				Wed 25		Wed 27	
IJB Development Session	Wed 31	Wed 28	Wed 27	Wed 24	Wed 29	Wed 12		Wed 28	Wed 25	Wed 23	Wed 27	Wed 11
IJB Pre-agenda	Wed 17		Wed 13		Wed 15				Wed 11		Wed 13	
Finance and Policy	Fri 26	*Fri 23	Fri 22			Fri 28			Fri 27		Fri 22	
Audit and Risk		Tues 20		Tues 9		Tues 18			Tues 17			Tues 17
Clinical and care Governance Committee		Thurs 1		Thurs 4		Thurs 6		Thurs 15		Thurs 3		Thurs 5
Strategic Planning Group			Thurs 14			Thurs 13			Thurs 12			Thurs 12

NHS HIGHLAND CALENDAR OF MEETINGS FOR 2024

		January	February	March	April	May	June	July	August	September	October	November	December								
Sat / Sun														Sat / Sun							
Mon	1	PUBLIC HOLIDAY			1		3	Endowments	1				2	Endowments		2	Endowments	Mon			
Tue	2	PUBLIC HOLIDAY			2		4		2				3	STAFF GOV	1		3	Tue			
Wed	3				3	1	5		3				4		2		4	Wed			
Thu	4		1		4	2	CLINICAL GOV	6	4		1		5	HHSCC CLINICAL GOV	3		5	Thu			
Fri	5	FRP	2	1	FRP	5	3	FRP	7	5	FRP	2	6	FRP	4	1	FRP	6	Fri		
Mon	8		5	4	Endowments	8	6		10	8	5		9		7	4		9	Mon		
Tue	9		6	5	STAFF GOV	9	7	STAFF GOV	11	9	STAFF GOV	6	10	AUDIT	8	5	STAFF GOV	10	AUDIT	Tue	
Wed	10		7	6		10	8		12	10		7	11		9	6		11	Wed		
Thu	11		8	7	HHSCC CLINICAL GOV	11	9		13	11	HHSCC CLINICAL GOV	8	12		10	7	HHSCC CLINICAL GOV	12		Thu	
Fri	12		9	8		12	10		14	12		9	13		11	8		13	Fri		
Mon	15		12	11		14	13		17	15	Rem Comm	12	16		14	11		16	Mon		
Tue	16	STAFF GOV	13	12	AUDIT	15	14		18	16		13	17	BOARD briefing	15	12		17	Tue		
Wed	17		14	13		16	15		19	17		14	18		16	13		18	Wed		
Thu	18	HHSCC CLINICAL GOV	15	14		17	16		20	18		15	19		17	14		19	Thu		
Fri	19		16	15		18	17		21	19		16	20		18	15		20	Fri		
Mon	22		19	18		22	20		24	22		19	23	Rem Comm	21	18		23	Mon		
Tue	23		20	19		23	BOARD Dev	21	AUDIT	25	AUDIT	23	24	BOARD	22	19		24	Tue		
Wed	24	BOARD briefing	21	20	BOARD briefing	24		22	BOARD briefing	Board In Private	24	BOARD briefing	25		23	20		25	PUBLIC HOLIDAY	Wed	
Thu	25		22	21		25		23		27		25	26		24	21		26	PUBLIC HOLIDAY	Thu	
Fri	26		23	22		26		24		28		26	27		25	22		27	PUBLIC HOLIDAY	Fri	
Mon	29		26	Rem Comm	25		29	Rem Comm	27			29	26		30	28		25	Rem Comm	30	Mon
Tue	30	BOARD	27	BOARD Dev	26	BOARD	30	BOARD		30	BOARD	27	BOARD Dev		29	BOARD Dev	26	BOARD	31	Tue	
Wed	31		28		27		29		31		28		30		27					Wed	
Thu			29		28		30				29		31		28					Thu	
Fri					29		31				30				29					Fri	
Sat / Sun		January	February	March	April	May	June	July	August	September	October	November	December	Sat / Sun							

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